KEYBOARD SHORTCUTS

Spell Catcher Menu

⌘ 1 ([ ). **Suggest Spelling...** for the most recent misspelled word.

⌘ option 1 ([ ). **Check Selected...** for highlighted text.

⌘ 1 ( ]). **Thesaurus lookup "word"** for the most recent word.

⌘ option 1 ( ]). **Thesaurus Lookup Selected...** for the highlighted word.

Suggest Spelling... Window

1–9 The **Suggestions List** shows suggested corrections for the current error. If more than nine suggestions are available, the scroll bar to the right of the list lets you scroll through them. Clicking once on a suggestion displays that suggestion in the Word to use: entry box. Double-clicking a suggestion, or typing the number to the left of a suggestion, is the same as highlighting the suggestion and clicking Replace.

If you want to enter a numeral (1–9, or 0) into the Word to use: entry box, you must hold down the ⌘ key while you type the number key.

⌘ D, ⌘ A The **Add to Dict.** button will open the **Add to Dictionary** window, using the word from the Word to use: entry box (if any). If you hold down the option or shift while clicking **Add to Dict.**, the word is added to the last supplementary dictionary you used, bypassing the **Add to Dictionary** window.

⌘ G The **Add to Gloss.** button opens the **Add to Glossary** window, using the detected error (if any) as the abbreviation and the word from the Word to use: entry box (if any) as the expansion. If you hold down the option or shift key while clicking **Add to Gloss.**, the entry is added to the last shorthand glossary you used, bypassing the **Add to Glossary** window.

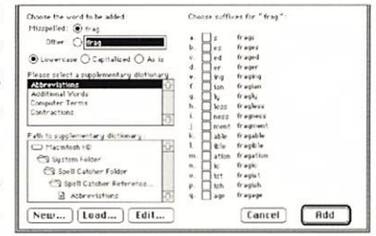
⌘ R The **Replace** button replaces the error in your document with the word from the Word to use: entry box.

⌘ W, esc The Suggest Spelling window's **Close Box** closes the window and leaves your document unchanged.

SPELL CATCHER QUICK REFERENCE

KEYBOARD SHORTCUTS cont...

Add to Dictionary Window



⌘ 1 **Misspelled**: If you clicked Add to Dict. after Spell Catcher signaled an error for a word, the Misspelled setting uses that word. If no error was detected, this setting is not available.

⌘ 2 **Other**: The Other setting uses any word that you type into the entry box.

⌘ 4 **Capitalized**: The ○Capitalized setting stores the word with the first letter capitalized.

⌘ 5 **As is**: The ○As is setting stores the word with capitalization exactly as it appears in the Word to be added area.

⌘ a–q **Selecting the Suffix Boxes**.

Thesaurus Lookup...

⌘ L Lookup displays entries for whatever word is currently in the Word Entry Box. If no entries are available for that word, Spell Catcher will sound an error tone and the Thesaurus Entries area will remain blank.

⌘ R **Replace** closes the Thesaurus window and changes your document so that the word you originally looked up becomes the new word in the Word Entry Box. If you got to the Thesaurus window through the Lookup... command, then the word from the Word Entry Box is inserted into your document, replacing any text that was selected.

NOTE:

As with any spelling checker, Spell Catcher has some limitations. Spell Catcher accesses its dictionaries with a method known as "hash coding." Instead of keeping a huge list of spelling words to search through every time a word is checked, hash coding allows Spell Catcher to reduce its dictionaries to a simple table which represents the list of words.

The drawback to this process is that you may infrequently encounter "hashing errors." For an explanation of how these errors are generated, see page 34 in the Spell Catcher Spelling Scheme section of the manual.

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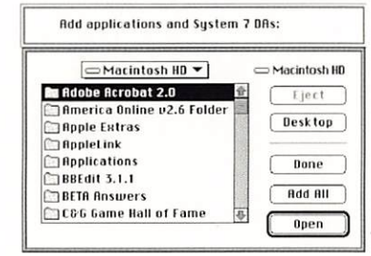
SpellCatcher™

QUICK REFERENCE

ACTIVATING SPELL CATCHER

To add an application to the list (which activates Spell Catcher in that application), do the following:

1. Open the Spell Catcher Control Panel. You do this by going to the Apple Menu, choosing Control Panels, then locating and double-clicking on the Spell Catcher Control Panel icon.
2. Click the Add Apps... button. A simple Open dialog box appears showing the contents of your hard disk(s).
3. Navigate through the folders to locate the application you wish to add.
4. Find and highlight the desired application, and click the Add button. You can also simply double-click the name of the application. If you click Add All, all the applications in the current folder are added.
5. Repeat Steps 3 and 4 to add all of the applications in which you want Spell Catcher active. Afterwards, click the Done button to close the dialog box and return to the **Spell Catcher** Control Panel.



ADDING DESK ACCESSORIES

To add a desk accessory controlled by MasterJuggler™ or Suitcase® to the list (which activates Spell Catcher in that desk accessory), do the following:

1. Open the Spell Catcher Control Panel. See above for assistance.
2. Click the Add DAs... button. A dialog box appears showing a list of all the desk accessories currently installed on your Macintosh.
3. Highlight the name of the desired desk accessory and click the Add button. As a shortcut, you can simply double-click the name of the desk accessory.
4. Repeat step 3 to add all of the desk accessories in which you want Spell Catcher active. Afterwards, click the Done button to close the dialog box and return to the **Spell Catcher** Control Panel.

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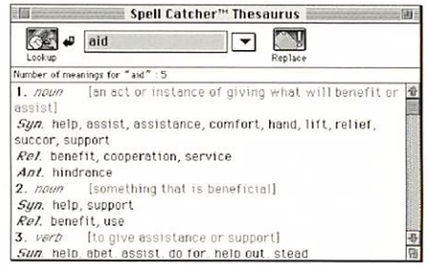
BATCH OR INTERACTIVE OVERVIEW

Batch checking mode checks the highlighted text for misspellings. To use it, you highlight the text you want to check and then type ⌘ option [to bring up the Suggest Spelling dialog.

Interactive checking mode remembers the last misspelled word you type. When you misspell a word, Spell Catcher beeps. To correct the word, type ⌘ [to bring up the Suggest Spelling dialog.

If Spell Catcher doesn't offer a valid suggestion, please experiment with other spellings of the word.

THESAURUS


Spell Catcher™ Thesaurus
Lookup
aid
Replace
Number of meanings for "aid" : 5
1. noun [an act or instance of giving what will benefit or assist]
Syn. help, assist, assistance, comfort, hand, lift, relief, succor, support
Rel. benefit, cooperation, service
Ant. hindrance
2. noun [something that is beneficial]
Syn. help, support
Rel. benefit, use
3. verb [to give assistance or support]
Syn. help, abet, assist, do for, help out, stead

The Spell Catcher Thesaurus can help you find the perfect word for any situation. The thesaurus is accessed from the Spell Catcher icon in the menu bar, or by typing ⌘ [. Type in the word you would like to lookup and click Lookup. Double-click on any of the words suggested and Spell Catcher returns to your document, making the change as instructed.

If you click only once on a word in the thesaurus window and then click the Lookup button, Spell Catcher will show you all the meanings, synonyms, etc., for the new word. In this way, you can search through the thesaurus until you find just the word you're looking for.

THESAURUS LOOKUP...

The name of this command changes depending on the circumstances under which you choose it. If **Interactive Checking** is enabled and you have just typed the word b o o k space, the command name appears as **Thesaurus Lookup "book"**. Choosing **Thesaurus Lookup "book"** opens the **Thesaurus** window to display entries for that word.

If **Interactive Checking** is disabled, or if you haven't typed anything, the command name is **Thesaurus Lookup...**. Choosing **Thesaurus Lookup...** also opens the **Thesaurus** window, but you must type something into the Word Entry Box and use the Lookup button to see entries.

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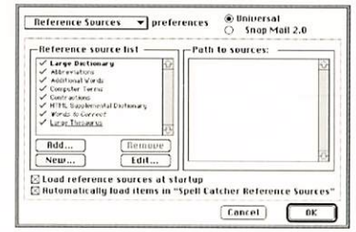
SPELL CATCHER QUICK REFERENCE

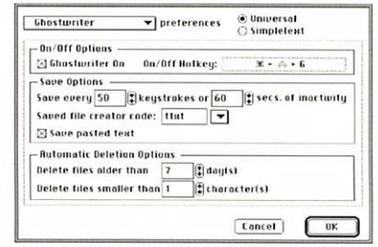
PREFERENCES



The pull-down menu in the upper left corner of the preferences window displays each area of the Spell Catcher preferences. Sections which are underlined in the pull-down menu have settings that affect only the program presently running.

The ○ **Universal** and ○ **"program-name"** radio buttons in the upper right corner let you choose whether changes to the current section affect Spell Catcher in all programs or only the one presently running.

GHOSTWRITER FEATURE



Spell Catcher's ***Ghostwriter*** feature is intended to help recover data in the event of unexpected system crashes and power failures, but is not intended to be a substitute for saving your work regularly and making backups of your data.

☒ **Ghostwriter On** This option determines whether or not Spell Catcher's **Ghostwriter** feature is enabled. To enable the Ghostwriter feature in Spell Catcher select Preferences from the Spell Catcher menu, then select Ghostwriter.

On/Off Hotkey: The default key command is ⌘ control G. When you actually use the **On/Off Hotkey:**, it overrides the ☐ **Ghostwriter On** option to temporarily disable Spell Catcher's Ghostwriter feature. Ghostwriter remains disabled until the **On/Off Hotkey:** is typed again.

REFERENCE SOURCES

The **Reference Sources** settings control what dictionaries, glossaries, and thesauruses Spell Catcher uses.

Add... This button presents you with a simple open dialog box to let you select the dictionaries, glossaries, and thesauruses that appear in the Reference source list.

Remove This button removes any selected items from the Reference source list.

New... This button presents you with a simple Save dialog box to let you name and save a new, empty text file for use as a supplementary dictionary or shorthand glossary. Afterwards, the file can be modified with the **Edit...** button.

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SPELL CATCHER QUICK REFERENCE

REFERENCE SOURCES cont...

Edit... This displays the **Edit Dictionary/Glossary** window. If a supplementary dictionary or shorthand glossary was selected in the Reference source list, the window opens to show the contents of the corresponding text file.

Otherwise, the **Edit...** button first prompts you to locate a text file to edit before displaying the **Edit Dictionary/Glossary** window.

PATH TO SOURCES For any items highlighted in the **Reference source list**, this display shows the name of the hard disk on which the source file is located, any folders containing the source file, and finally the file itself.

☒ **Load reference sources at startup** This makes Spell Catcher automatically load all the sources configured in the Reference source list when your Mac first starts. Without this option, Spell Catcher waits until one of the sources is needed before loading it.

☒ **Automatically load new items in "Spell Catcher Reference Sources"** This makes Spell Catcher automatically configure any main dictionaries, supplementary dictionaries, shorthand glossaries, or thesauruses that are stored in a special folder named Spell Catcher Reference Sources.

For this option to work, the Spell Catcher Reference Sources folder must be stored in one of two locations: loose in the active System Folder, or inside the Spell Catcher Folder in the System Folder.

Editing the Shorthand Glossary: One of the most powerful and useful features of Spell Catcher is its shorthand features which allow you to create your own custom shorthand abbreviations.

To add your own shorthand abbreviations from the Spell Catcher Menu, select **Preferences** from the pop-up menu. Click on Words to Correct in the Reference Source Window and then click on the **Edit List** button.

Shorthand additions to this dictionary can be added at the end or in alphabetical order. Simply type your abbreviation, for example: v f y, then type a space and type out the full text that this stands for: **Very truly yours,** (including punctuation). To add a carriage return type option J.

Once you have made your addition, remember to save changes under the **File Menu**. Then close the window. Click **OK** in the Reference window and your personal shorthand is complete.

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